Defense Leadership and Management Program
Course Enrollment Guidelines
February 2004

- You must have your supervisor's approval to request enrollment in a course.

- Enrollment is handled only by the DoD DLAMP office; do not contact the school or vendor directly.

- Select course dates carefully. Once notified of enrollment, you will be expected to attend and complete the course. Withdrawals are costly and may affect your good standing in the program.

- If you need to change your enrollment request, please submit a revised request to DLAMP immediately.

- Enrollment decisions are based on the enrollment priorities established in the DLAMP course policies dated January 21, 2004 (available on-line at www.cpms.osd.mil/dlamp).

- You will receive e-mail notification of your enrollment status at least 30 days prior to the course start date. If not selected, you may be placed on a list of alternates to fill any seats that may become available.

- Please make sure your contact information is current.

Main DLAMP telephone number: 703-696-9623 (DSN 426)
DLAMP fax number: 703-696-9525
E-mail address: DLAMP@cpms.osd.mil